

## Front Desk Coordinator

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$16.02 to \$18.55 hourly  
**Employment status:** Contract / Temporary

### Description

If you are looking to grow your career, you'll be interested in Robert Half's opening for a well-organized and motivated Front Desk Coordinator. The Front Desk Coordinator will oversee the lobby area and ensure a positive experience for all visitors and serve as a creator of positive first impressions. We are looking for a positive self-starter who is eager to thrive in a dynamic environment and deeply passionate about providing high quality administrative support. Are you outgoing, friendly, and flexible? Then we have the Front Desk Coordinator opportunity for you. A long-term contract / temporary employment opportunity, the Front Desk Coordinator role is based in the Washington, District of Columbia region.

What you get to do every day

- Handle special administrative projects, including overflow work from department and executive assistants
- Receive and direct all visitors including vendors, clients, and customers
- Ensure completion of paperwork, sign-in, and security procedures

### Requirements

- Strong communication and interpersonal skills (verbal, written, and listening)
- Excellent telephone etiquette and keyboard skills
- Foundational knowledge in Interpersonal Skills
- Well-founded grasp of Organizing Files
- Proven knowledge of Microsoft Outlook
- Experience with Microsoft Excel
- Administrative Assistance experience
- Deep understanding of data entry
- Customer service experience

If you are an efficient and goal-oriented self-starter, we want to hear from you! An applicant will be selected by the end of the week. Apply today to start your career! This is a great employment opportunity that offers the chance to advance your career with amazing benefits!

Robert Half is the world's first and largest specialized talent solutions firm that connects highly qualified job seekers to opportunities at great companies. We offer contract, temporary and permanent placement solutions for finance and accounting, technology, marketing and creative, legal, and administrative and customer support roles.

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All applicants applying for U.S. job openings must be legally authorized to work in the United States. Benefits are available to contract/temporary professionals. Visit <https://roberthalf.gobenefits.net/> for more information.

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

**This Job Posting will expire in 10 days.**